How to Process a Job Change

For Temporary, Student and Adjunct Employees
# Table of Contents

**CHANGE JOB FOR TEMPORARY, STUDENT AND ADJUNCT EMPLOYEES** ........................................... 3  
**PART 1** ........................................................................................................................................ 3  
**PART 2** ........................................................................................................................................ 3  
**PART 3** ........................................................................................................................................ 4  
  **SECTION 1: CHANGING THE JOB TITLE** ................................................................. 5  
  **SECTION 2: CHANGING THE END DATE OF THE JOB** ..... 5  
  **SECTION 3: CHANGING THE COST CENTER OR FUND** ... 5  
  **SECTION 4: CHANGING THE HOURLY RATE** ............... 6  
**PART 4** ........................................................................................................................................ 7  
**PART 5** ........................................................................................................................................ 7  
**CONTACT INFORMATION** .................................................................................................. 7
CHANGE JOB FOR TEMPORARY, STUDENT AND ADJUNCT EMPLOYEES

DO NOT USE THIS PROCESS to switch a student from federal work study to a regular student position or to switch a student to a temporary employee. You should add an additional job instead.

The Change Job process can be used to process a variety of changes:

- Change job title
- Change assignment end dates
- Change cost center or fund
- Change compensation rate

* If you are only changing the compensation rate then you should follow the compensation change job aid instead.

PART 1

1. **Type** the employee’s name in the search bar.
   (The search bar is located in the top left corner your Workday home screen.)
2. **Click** on the employee’s name when it appears to view their profile.

   ![Search Bar](image1.png)

   ![Employee Profile](image2.png)

   ![Actions Icon](image3.png)

   ![Job Change Menu](image4.png)

4. On the employee’s profile page, **click** on the Actions icon located by the employee’s name.

5. **Hover** over where it says “Job Change” until another menu appears.

6. When the other menu appears, **click** on where it says “Transfer, Promote or Change Job”.

PART 2

1. If the employee has more than one job in Workday then you will be asked to select the job you want to change. If the employee only has one job then you can skip this step.

   a. **Click** the Prompt icon to select from the list of jobs.

   b. **Click** “OK” at the bottom of the screen.
2. Type the effective date of the change or select the date from the calendar.

3. Click the Prompt icon "Why are you making this change?" and select a reason for the job change. There are three options you should be choosing from:

   - Data Change
   - End Date Extension
   - Job Title Change

4. Click “Start” at the bottom of the page

**PART 3**

The following sections are optional based on what changes you need to make.

Section 1: Change a job title (located under Job).
Section 2: Change the assignment end date (located under Details).
Section 3: Change the cost center or fund (located under Organizations).
Section 4: Change the compensation/hourly rate (located under Compensation).
How to Process a Job Change

SECTION 1: CHANGING THE JOB TITLE
1. Under the Job section of the job change process, click in white area of the Job Profile box or the edit pencil.

2. Type the new Job Title.

   The Job Title will automatically copy to the Business Title section below. They should be the same for temps, students and adjuncts.

3. Click “Next” at the bottom of the screen.

SECTION 2: CHANGING THE END DATE OF THE JOB
1. Click “Next” at the bottom of the screen until you reach the Details section of the job change process.

2. Click in white area of the Administrative box or the edit pencil.

3. Scroll down to the bottom of the Administrative box until you reach the End Employment Date field.

4. Type the new End Employment Date or select the date from the calendar.

5. Click “Next” at the bottom of the screen.

SECTION 3: CHANGING THE COST CENTER OR FUND
1. Click “Next” until you reach the Organizations section of the job change process.

2. To change the Cost Center, click in white area of the Cost Center box or the edit pencil.

3. Type the new Cost Center and hit the enter key to select.

4. To change the Fund, click in the White area of the Costing box or the edit pencil.

5. Click the Prompt icon under the fund field and select the fund from the menu.
6. **Click** “Next” at the bottom of the screen.

**SECTION 4: CHANGING THE HOURLY RATE**

1. **Click** “Next” until you reach the **Compensation** section of the job change process.

2. To change the **Hourly Rate**, click in the white area of the **Hourly** box or the edit pencil.

3. **Type** the new hourly rate in the “Amount” field.

4. **Click** “Next” at the bottom of the screen.
PART 4
The summary page should be reviewed before clicking “Submit” at the bottom of the page.

The job change will be sent to the WD Analyst in Human Resources to review and approve.

You should check your Workday inbox on a regular basis because the job change may be sent back for corrections.

If you chose “Data Change” as your job change reason, then you will receive one more step in your Workday inbox after the WD Analyst approval. See part 5.

PART 5
Assign Costing Allocation for Change Job
You will only receive this step to complete if you chose “Data Change” as your change reason.

1. Click on the “Costing Allocation Level” drop down menu.
2. Select “Worker and Position”.

3. If the assignment is not funded by a grant or Federal Work Study, then scroll down to the bottom of the page and click “Submit”.
4. If the assignment is funded by a grant or Federal Work Study, then make the appropriate changes to end dates or project codes before clicking “Submit”.

CONTACT INFORMATION
For assistance, contact the Workday Help Desk at 973-655-7971 and select option 4 OR send an email to Workday@montclair.edu.